Procedure No. 4002.05: Safe School Employee to Juvenile Ratio Standards

Effective: 01/27/05 Prior Issue: 6/10/98

## Purpose:

The Arizona Department of Juvenile Corrections (ADJC) safe schools shall maintain employee to juvenile ratios that ensure safety, security, and effective programming.

## Rules:

- 1. The **HOUSING UNIT MANAGER or DESIGNEE** shall ensure that the employees to juvenile ratios are in compliance with the ADJC Employee to Juvenile Ratio Standards (Form 4002.05D).
- 2. **ADJC** shall consider **DIRECT CONTACT** employees as part of the ratio when juveniles are directly under their supervision in the following activities:
  - a. Work programs;
  - b. Education programs;
  - c. Individual and group counseling by the caseworker or psychology staff member;
  - d. Special activities;
  - e. Religious and Volunteer programs.
- 3. **ADJC** shall not include employees who are conducting 1:1 close observations in the employee to juvenile ratio.
- 4. In the event that the employee to juvenile ratios fall below the ADJC Employee to Juvenile Ratio Standards (Form 4002.05D), the **HOUSING UNIT MANAGER or DESIGNEE** shall:
  - a. Immediately fill-out the ADJC Minimum Safety Standards Request for Waiver (Form 4002.05B);
  - b. Submit the completed request for a waiver form to the Superintendent for approval.
- 5. The **SUPERINTENDENT** or **DESIGNEE** shall submit a Memorandum (Form 4002.05C) on a monthly basis with circumstances to the Assistant Director of Safe Schools that details:
  - a. Identification of the safe school affected;
  - b. Date(s) of approval for waiver;
  - c. Identification of housing unit;
  - d. Shift requiring a waiver;
  - e. Any additional employees utilized to cover the shift;
  - f. Adjusted approved ratios.
- 6. The **DEPUTY DIRECTOR** shall authorize the minimum safety standards as noted in Form 4002.05A.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: